



"Eliminate the impossible, and whatever remains, however improbable, must be the truth."
Sherlock Holmes to Dr. Watson, *Sign of Four*

Objective Pre- employment Interviewing Class

Training Opportunity

May 16-17, 2012
8:30 AM to 4:30 PM

Bellevue Police Department
450 110th Ave. NE
Bellevue, WA 98004



Presented by

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Cost: \$325.00/person

To register for this class
please contact Rhea at
303.674.5125 or **new**
on-line registration at
www.stanleyslowik.com

ANYONE INVOLVED IN THE SELECTION AND EVALUATION OF NEW AND POTENTIAL EMPLOYEES SHOULD TAKE THIS CLASS. IT IS NOT LIMITED TO LAW ENFORCEMENT OFFICERS. HUMAN RESOURCES PROFESSIONALS ARE DISCOVERING THE BENEFITS OF THIS PROGRAM THROUGHOUT THE COUNTRY.

IT HAS BEEN ESTIMATED THAT 30-70% OF ALL RESUMES AND APPLICATIONS CONTAIN FALSE INFORMATION

- Learn how to recognize the behaviors that relate to problems of exaggeration, fabrications, minimizations, omissions and deception
- Develop interviewing techniques that encourage accurate information
- Refine the ability to discuss critical but sensitive topics
- Reduce selection time and costs while improving the quality of information necessary to make accurate hiring decisions

**Objective Pre-employment Interviewing is:
Legal, Time and Cost Efficient, Acceptable, Valid and
Reliable.**

REVIEW THE SAMPLE TABLE OF
COURSE TOPICS FOR ADDITIONAL INFORMATION OF THE SPECIFIC AREAS OF INFORMATION
COVERED IN THE TWO-DAY PROGRAM.

SAMPLE TABLE OF COURSE TOPICS

- I. Introduction
- II. Background and Foundation Issues
 - A. The Problem of Applicant Misrepresentation
 - B. Relative Merits of Selection Methodologies
 - C. Legal Issues (Including *latest* ADA materials)
- III. Pre-Interview Analysis
 - A. Guidelines for Selecting Candidates for Interviews
 - B. What Do **You** Really Want to Know?
 - C. Defining and Quantifying Information Needs

EXERCISE ONE: DEFINING AND QUANTIFYING INFORMATION TARGETS

- IV. Diagnosing Applicant Misrepresentation from Verbal, Vocal and Visual Behavior
 - A. Why Some Applicants Misrepresent
 - B. The Mechanics of Diagnosing Behavior
 - C. Some Principles of Behavior Diagnoses
 - D. Factors Effecting Behavioral Interpretations
 - E. Verbal Examples
 - F. Vocal Examples
 - G. Visual Examples
 - H. Additional Variables Effecting the Diagnosis of Behavior

EXERCISE TWO: IDENTIFYING VERBAL MISREPRESENTATION

- V. Interviewing Technique
 - A. Planning and Strategy
 - B. Interview Components and Structure
 - 1. Openings
 - 2. Orientations

EXERCISE THREE: CREATING AN INTERVIEW COMPONENT

- 3. Question Design and Formulation
 - 4. Response Analysis
 - 5. Follow-ups
 - 6. Closes
- VI. Conclusions

APPENDICES: Common Acts/Information Targets; Sample Orientations; Sample Questions; Model Acceptability Guidelines.

SAMPLE INFORMATION TARGETS

NOTE: Each employer is afforded the flexibility of creating custom interviews for different types of applicants by selecting appropriate information targets from the menu below. In addition, various interviewing formats are available, including telephone pre-screening, basic human resources, in-depth technical (department level), security, third party (reference), oral board/panel and/or combinations of these.

SKILLS, KNOWLEDGE, ABILITIES AND EXPERIENCE

1. Biographical data
2. Employment history, including discipline
3. Military history, including discipline
4. Educational history, including certification
5. Driving history
6. Position specific skills, knowledge, abilities and experience

ORGANIZATION AND DEPARTMENT INTERESTS AND REQUIREMENTS

7. Relocation attitude and commitment
8. Shift requirements and commitments
9. Service orientation
10. Conflicts of interest
11. Permanency/retention

COUNTERPRODUCTIVE ACTIVITIES

12. Integrity
13. Drug abuse
14. Alcohol abuse
15. Excessive force/violence
16. Perjury/falsification of official or company reports
17. Bribes, gratuities and kickbacks
18. Child/patient abuse
19. Certification/educational history